

Office of Security

Trends and Highlights

February 1977

P&M

DIRECTORATE

Approved For Release 2000/05/31 : CIA-RDP83B00823R000600020001-9

A&TD MONTHLY REPORT

As of 28 February 1977

I. Status of Positions and Personnel: (projected to 30 June 1977)

POSITIONS

PERSONNEL

Current

Projected

Current

Projected

Professional
Clerical

TOTAL

STATINTL

II. Non-ceiling Personnel:

One-Year Full-Time
Part-time (contract and appointed)
Confidential Correspondents
Contract Stenographers

III. Recap for period 1 - 28 February 1977:

EOD's: Professional - 0
Clerical - 3

TOTAL 3

SEPARATIONS: Professional - 5
Clerical - 5

TOTAL 10

IV. Projected professional headroom (through 30 June 1977)

GS	15	14	13	12	11	10	09	08	07
	1	5	12	25	44	21	21	11	4

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V. Training Activities

	<u>February 1977</u>	<u>YTD</u>
EOD Briefings	2	6
Miscellaneous Briefings	0	0
External Training Enrollments by OS Personnel	6	13
Enrollments in OS Training Courses	9	44
Enrollments in Agency Training Courses by OS Personnel	31	67

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STATINTL

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INFORMATION SYSTEMS SECURITY GROUP

SUMMARY REPORT - FEBRUARY 1977

The Information Systems Security Group completed sixty-one cases during the month of February 1977.

Statistically, the cases break down as follows:

Management	29
Information Systems Security	24
Top Secret Control	6
External Support	<u>2</u>
Total	61

1 MAR 1977

MEMORANDUM FOR: Policy and Plans Group

ATTENTION :

FROM :

Chief, Information Review Group

25X1A

During the month of February, the Information Review Group received 181 Privacy Act cases and closed 161. Pending at the end of the month was 131. During the same period, we received 16 Freedom of Information Act cases and closed 14. Pending FOIA at the end of the month was 29.

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4 MAR 1977

MEMORANDUM FOR: Deputy Director of Security (P&M)

FROM : [REDACTED] Chief, Security Records Division

STATINTL

SUBJECT : SRD Productivity Data

Attached is a copy of the SRD Statistical Report - FY 1977, covering the period through February 1977.

STATINTL [REDACTED]

Attachment:
As Stated

cc: C/PPG

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SECURITY RECORDS DIVISION - CASE PROCESSING												FISCAL YEAR - 1977				
	FAA	NC - JPRS	NC - DCD	EMP - MAR	NC - CWD	RIP	CNSLT	CERTS	VNE/CRD	PCS/TDY	ERDA - Q	FAA - LTD	PENDING BEGINNING OF MONTH	RECEIVED	PROCESSED	PENDING END OF MONTH
OCT.	131	15	262	34	631	33	0	166	54	45	17	18	210	2758	2862	106
NOV.	127	12	295	21	560	39	0	176	77	38	31	11	106	3108	3090	124
DEC.	73	9	217	24	517	37	0	200	89	67	19	19	124	2701	2804	21
JAN.	98	2	237	19	517	51	0	200	99	45	12	21	21	2960	2719	262
FEB.	115	12	361	20	632	42	2	211	57	43	22	23	262	3094	3227	129
MAR.																
APR.																
MAY																
JUN.																
JUL.																
AUG.																
SEP.																
TOTAL																

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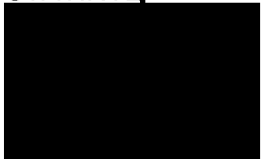
SECURITY RECORDS DIVISION - COMMUNICATIONS ACTIVITIES											FISCAL YEAR - 1977	
	TELETYPE MESSAGES			DISPATCHES			CABLES				MANIFESTS	
	RECEIVED	TRANSMITTED	TOTAL	INCOMING	OUTGOING	TOTAL	INCOMING	OUTGOING	NON-AGENCY	TOTAL	INCOMING ITEMS	OUTGOING ITEMS
OCT.	1114	504	1618	64	32	96	788	322	956	2066	380	1679
NOV.	1255	510	1765	65	26	91	864	402	987	2253	461	2049
DEC.	1268	449	1717	55	25	80	872	326	947	2145	342	1687
JAN.	1235	482	1717	60	31	91	845	343	1105	2293	404	1520
FEB.	1384	463	1847	68	35	103	850	378	1063	2291	399	1837
MAR.												
APR.												
MAY												
JUN.												
JUL.												
AUG.												
SEP.												
TOTAL												

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SECURITY RECORDS DIVISION - INDICES ACTIVITIES						FISCAL YEAR - 1977			
	PRIORITY REQUESTS	SCOPE SEARCHES	STATINTL 		SECURITY DOCUMENTS NUMBERED	CARDS PURGED	CARDS TYPED	CARDS FILED	TOTAL SANCA RECORDS
OCT.	845	7546	365	44	1394	214	657	2869	1,890,328
NOV.	1229	4471	1143	25	1188	337	1003	3255	1,892,703
DEC.	799	3132	618	30	781	198	461	2397	1,894,354
JAN.	877	3589	345	17	789	222	702	2489	1,896,192
FEB.	872	3183	376	17	1052	335	727	2966	1,898,006
MAR.									
APR.									
MAY									
JUN.									
JUL.									
AUG.									
SEP.									
TOTAL									

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SECURITY RECORDS DIVISION - FILING ACTIVITIES					FISCAL YEAR - 1977		
	FILES REQUESTED	FILES PULLED	FOLDERS FILED	FILES RECHARGED	DELINQUENT FILES	DOCUMENTS FILED	UNFILED DOCUMENTS
OCT.	15258	13461	15201	5010	41	7032	1500
NOV.	12810	11359	15417	4319	40	5567	1500
DEC.	10632	9353	15582	3067	564	6384	500
JAN.	11378	11129	17625	5527	570	1867	3500
FEB.	15454	12602	15972	6396	127	9946	2000
MAR.							
APR.							
MAY							
JUN.							
JUL.							
AUG.							
SEP.							
TOTAL							

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SECURITY RECORDS DIVISION - SYSTEMS SUPPORT BRANCH							FISCAL YEAR - 1977				
	STATINTL			UPDATE TRANSACTIONS	STATINTL	MISC KEY PUNCH ACTIVITY	TERMINAL "DOWN" TIME	DODCI REQUESTS SENT	NACC REQUESTS RECEIVED	NACC NO RECORDS SENT	DODCI REPLY CARDS RECEIVED
OCT.	8557	14602	19506	2906	14889	2249	6H20M	1758	1260	1438	2197
NOV.	6960	14434	17620	3837	16653	3066	10H15M	1791	1008	652	2665
DEC.	6070	12086	13920	2715	14835	4111	28H25M	2066	1076	1303	2105
JAN.	8216	14430	18646	2880	12978	8520	4H55M	1317	1230	743	1744
FEB.	7932	12951	20883	3325	15260	2023	3H05M	1817	1668	1314	2020
MAR.											
APR.											
MAY											
JUN.											
JUL.											
AUG.											
SEP.											
TOTAL											

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SECURITY RECORDS DIVISION - ANALYSIS ACTIVITIES						FISCAL YEAR 1977		
	SECURITY CASES REVIEWED					PURGE ACTIVITY		
	PENDING BEGINNING OF MONTH	CASES RECEIVED	CASES ANALYZED	PENDING END OF MONTH	SUMMARIES PREPARED	FILES SELECTED FOR PARTIAL PURGING	FILES SELECTED FOR TOTAL PURGING	TOTAL FILES REVIEWED
OCT.	32	645	655	22	179	21	648	3082
NOV.	22	720	723	19	221	13	182	935
DEC.	19	576	570	25	177	3	417	1038
JAN.	25	560	549	36	131	18	862	1850
FEB.	36	663	678	21	197	14	297	1517
MAR.								
APR.								
MAY								
JUN.								
JUL.								
AUG.								
SEP.								
TOTAL								

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SECURITY RECORDS DIVISION - MICROFICHE & RETIREMENT ACTIVITIES FISCAL YEAR - 1977										
	FILES SELECTED FOR TOTAL PURGING	FILES RETURNED TO SHELVES	FILES SELECTED FOR MICROFICHING	TOTAL FILES REVIEWED	PAGES MICROFICHED	FILES MICROFICHED	TOTAL FILES ON MICROFICHE	RETIRED FILES IN RECORDS CENTER	FILES RECALLED FROM RECORDS CENTER	FILES REACTIVATED FROM RECORDS CENTER
OCT.	25	680	579	1284	30973	650	82,365	248,723	160	30
NOV.	31	792	750	1573	40838	704	82,998	248,679	243	44
DEC.	0	560	607	1167	28948	538	83590	248,621	414	58
JAN.	5	600	527	1102	27020	545	84041	248,573	360	48
FEB.	12	546	585	1143	28896	660	84586	248,528	217	45
MAR.										
APR.										
MAY										
JUN.										
JUL.										
AUG.										
SEP.										
TOTAL										

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14 March 1977

MONTHLY HIGHLIGHTS REPORT
Special Security Center

February 1977

1. The Compartmented Information Branch, (CIB), during February deleted [REDACTED] from the SPECLE Computer and added [REDACTED] bringing the total number [REDACTED] in SPECLE II to [REDACTED] on record at the end of February 1977. There were 1,720 cable actions and 21 briefings and debriefings conducted by CIB personnel. Twenty-One hardcopy computer reports and five micro fische were supplied to various Intelligence Community customers during February.

2. Two Hundred Forty (240) briefings were given to 69 CIA employees. In addition 188 briefings were presented to 69 non-CIA personnel, as follows:

<u>U. S. Government Agencies</u>	<u>People</u>	<u>Briefings</u>
Agriculture	4	8
DEA	2	3
White House	3	15
Justice	7	21
USIA	2	2
NSC	5	17
Commerce	5	11
IC	14	42
Interior	5	12
NOAA	4	8
State	1	1
GSA	1	2
FBI	9	27
NRC	1	8

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PTOS

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	<u>Monthly</u>	<u>Cumulative Total FY-77</u>
6. <u>TECHNICAL SECURITY DIVISION TRAVEL</u>		
Man Days on Overseas TDY	<u>34</u>	<u>475</u>
Man Days on Domestic TDY	<u>5</u>	<u>60</u>
Total Man Days on TDY	<u>39</u>	<u>535</u>
7. <u>TECHNICAL SECURITY DIVISION PERSONNEL IN TRAINING</u>		
Man Days in Internal Training	<u>48</u>	<u>211</u>
Man Days in External Training	<u>0</u>	<u>0</u>
8. <u>GENERAL ADMINISTRATION AND SUPPORT ACTIVITIES</u>		
Man Hours Processing for TDY	<u>6</u>	<u>112</u>
Man Hours Providing Logistical Support	<u>528</u>	<u>1964</u>

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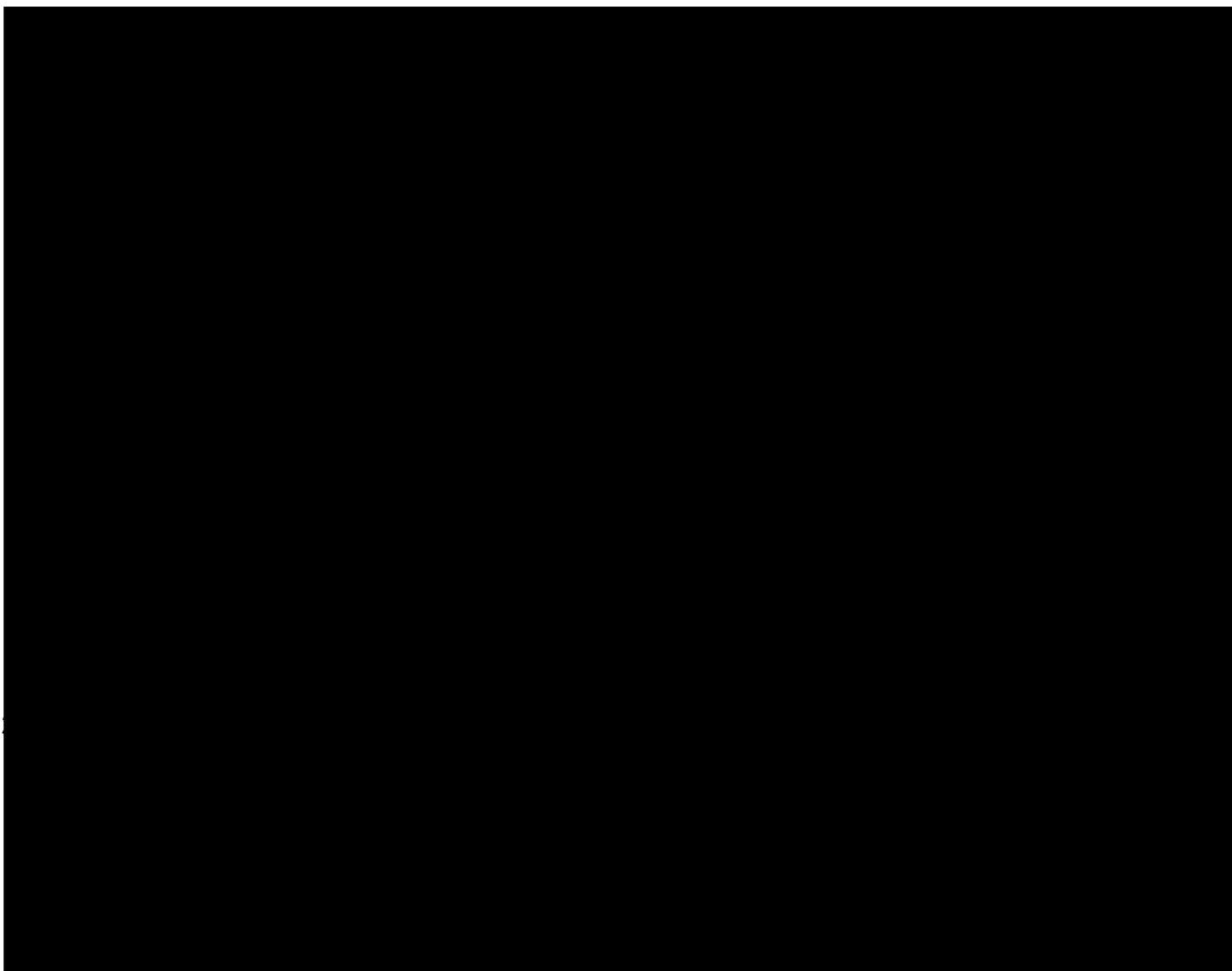
PHYSICAL SECURITY DIVISION

OFFICE OF SECURITY

Monthly Report FEBRUARY 1977

Monthly

Cumulative
Total FY-77



* 224 man-hours for personal protection, [REDACTED]
Cumulative = 400 man-hours.
** [REDACTED] Program - 30 man-hours; cumulative = 689 man-hours.

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PhySD Monthly Report FEBRUARY 1977 (Continued)

	<u>Monthly</u>	<u>Cumulative Total FY-77</u>
Accident Investigations	<u>3</u>	<u>4</u>
Accident Reports Processed	<u>52</u>	<u>293</u>
Analytical and Statistical Reports Prepared	<u>4</u>	<u>6</u>
Training Given		
Formal Full-time Programs		
Number of Students	<u>18</u>	<u>52+</u>
Student Man-days	<u>72</u>	<u>215</u>
Briefing Sessions		
Number of Sessions	<u>3</u>	<u>46</u>
Number of Attendees	<u>89</u>	<u>1,260</u>
Student Man-hours	<u>92</u>	<u>2,114</u>
Special Programs	<u>0</u>	<u>2</u>
Number of Attendees	<u>0</u>	<u>2,690</u>
Safety Literature Distributed	<u>6,125</u>	<u>21,006</u>
Fire Alarm Tests Conducted	<u>0</u>	<u>0</u>
Support Actions	<u>14</u>	<u>153</u>
Fire Drills	<u>0</u>	<u>2</u>

5. Physical Security Division Travel

Man-days on Overseas TDY	<u>75</u>	<u>451</u>
Man-days on Domestic TDY	<u>28</u>	<u>102</u>
Total Man-days on TDY	<u>103</u>	<u>553</u>

6. Physical Security Division Training

Man-hours Receiving Training	<u>89</u>	<u>1,753</u>
Man-hours Conducting Training	<u>121</u>	<u>688</u>

+ Cumulative figure remains the same as January, inasmuch as the 18 students in the course which began 31 January 1977 were included in the total for January.

PSI

DIRECTORATE

PSI

Monthly Activities of the PSI Directorate
(February 1977)

Clearance Division Activity

Total Cases Received	1871
Total Field Cases Received	744
Total Cases Processed	1539
Total Field Cases Processed	780
Total Cases Pending	3154
Total Field Cases Pending	1682

Field Office Investigative Assignments

Total Received	1436
Total Completed	1247
Total Pending	2086

Security Support Division

Operational Support

Total Headquarters and Field Office Manhours	2361
---	------

External Activity

Briefings, Correspondence, Functional Guidance and Outside Activity Total Actions	904
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Interrogation Research

Overt 205 (105 - fav.; 100 - note)

Covert 10

Total	290
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OFFICE OF SECURITY

TIME FACTORS IN PROCESSING OVERT & SEMI-COVERT CASES

Month of FEBRUARY 19 77

1. PROCESSING TIME (For* <u>199</u> Regular Cases)				
Time required during month to process to Approval or Disapproval, "Applicant Type" cases received from Office of Personnel (Average number of days):	DAYS in INVESTIGATION	Days in Research and Appraisal		TOTAL DAYS
		SRD	PSD	
	36.0	4.1	22.2	62.3

2. ANALYSIS OF PROCESSING TIME	CASES
a. Less than 30 days	
b. 31 to 60 days	
c. 61 to 90 days	
d. 91 to 120 days	
e. 121 to 150 days	
f. over 150 days	

3. CASES PENDING OVER 90 DAYS	STATUS	
Number of "Applicant Type" cases received from Office of Personnel and pending more than 90 days	Deferred	Regular
	Total	

*This figure does not include _____ cases where clearances were granted without FURTHER, OR IMMEDIATE INVESTIGATION which, if included, would give a grand total of _____ CASES.

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FORM
7-63

1898d

(42)

CONFIDENTIAL

GROUP 1
Excluded from automatic
downgrading and
declassification

TABLE _____

ICS FIELD CONSOLIDATED STATEMENT OF CONDITION

MONTH
February

YEAR
1977

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STATUS OF FIELD ASSIGNMENTS		TOTAL								
ENDING EOM	ALL	1897	186	139	-	343	108	194	250	697
	APPLICANT	476	35	36	-	19	43	56	26	261
ECEIVED	ALL	1436	116	129	-	197	106	202	187	499
	APPLICANT	597	53	52	-	32	55	89	45	271
OMPLETED	ALL	1247	107	137	-	184	96	157	129	437
	APPLICANT	435	40	48	-	21	53	61	29	183
ENDING EOM	ALL	2086	195	131	-	356	118	239	288	759
	APPLICANT	638	48	40	-	30	45	84	42	349

AGE OF ASSIGNMENTS

ENDING 60 DAYS OR MORE	APPLICANTS	15	1	1	-	-	1	5	-	7
	COVERT AND OTHER OVERT	460	71	17	-	117	13	20	64	158
VERAGE NO. OF DAYS TO COMPLETE	APPLICANTS	26.4	21	30	-	25	23	35	20	31
	COVERT AND OTHER OVERT	56.1	57	42	-	66	47	56	70	55
ENDING OFFICE OF ORIGIN CASES	TOTAL OVERT AND COVERT	-	-	-	-	-	-	-	-	-
	PENDING 60 DAYS OR MORE	-	-	-	-	-	-	-	-	-

PERSONNEL Agents Assigned

25X1A

AGENTS AVAILABLE	INVESTIGATIONS	
	SUPPORT	
	LIAISON	
	TOTAL	
CORRESPONDENT ASSIGNMENTS	COMPLETED	
	PENDING EOM	

AGENT PRODUCTION

COMPLETED PER AGENT <i>Based on agents available for investigation</i>	INCLUDING COMPLETIONS BY CORRESPONDENTS	14.7	17.0	11.1	-	14.0	14.1	12.1	12.0	22.3
	EXCLUDING COMPLETIONS BY CORRESPONDENTS	13.4	16.2	11.1	-	13.0	14.0	12.0	10.5	17.0
PENDING PER AGENT <i>Based on average agents on support in previous year</i>	INCLUDING PENDING BY CORRESPONDENTS	24.3	31.0	11.0	-	27.0	17.4	18.4	26.2	39.0
	EXCLUDING PENDING BY CORRESPONDENTS	22.1	30.0	11.0	-	26.0	17.0	16.4	24.0	30.2

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ROUTING AND RECORD SHEET

SUBJECT: (Optional) Office of Security Monthly Report of
Trends and Highlights for February 1977

FROM: [REDACTED] *mx* EXTENSION 7981 NO. DATE 11 April 1977

TO: (Officer designation, room number, and building) DATE RECEIVED FORWARDED OFFICER'S INITIALS COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.	C/ST&OB	4/11	4/11	<i>g</i>	<p>- pls change your figures accordingly. <i>Σgm</i></p> <p><i>X-1</i></p> <p>Thanks - pls ensure accuracy and set a goal for 5 days average processing <i>Σgm</i></p>
2.					
3.	C/CD	4/11/77		<i>g</i>	
4.	<i>DD/PSI</i>	4/12/77		<i>Σg</i>	
5.	<i>C/PPG</i>				
6.					
7.	<i>DD/PSI</i>				
8.	<i>C/CD</i>				
9.					
10.					
11.					
12.					
13.					
14.					
15.					

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25X1A

11 April 1977

MEMORANDUM FOR: Chief, Clearance Division

FROM : [REDACTED] Deputy Chief, Staff & Operations Branch 25X1A

SUBJECT : Office of Security Monthly Report of
Trends and Highlights for February 1977

1. Attached is the note from the DD/PSI, inquiring about the accuracy of the processing time statistics for February 1977.

2. The statistics to which the DD/PSI refers are inaccurate because of an error in compiling the figures for that month. In February, as well as January and March 1977, the processing time was incorrectly computed. The error was made in adding the total days that the average case was deferred, either pre or post field, into the total number of days the average case was in Clearance Division. This was a mistake because the pending deferred days were already included in the days the case was in Clearance Division. According to the Deputy Chief, Security Records Division, the only reason for a separate listing of the figures this way, the monthly [REDACTED] report is to give a true picture as to how much time was spent in a pending deferred status.

25X1A

3. As a result of this error, the figures for the days in appraisal and research should read as follows:

Date	Number of Cases	Days in Appraisal and Research
January 1977	153	10.6 (not 14.1)
February 1977	199	11.0 (not 22.2)
March 1977	452	11.3 (not 17.7)

[REDACTED] 25X1A

TIME FACTORS IN PROCESSING OVERT & SEMI-COVERT CASES

Month of MARCH 19 77

1. PROCESSING TIME (For* <u>452</u> Regular Cases)				
Time required during month to process to Approval or Disapproval, "Applicant Type" cases received from Office of Personnel (Average number of days):	DAYS in INVESTIGATION	Days in Research and Appraisal		TOTAL DAYS
		SRD	PSD	
	40.9	3.8	17.7	62.4

11.5

2. ANALYSIS OF PROCESSING TIME	CASES
a. Less than 30 days	
b. 31 to 60 days	
c. 61 to 90 days	
d. 91 to 120 days	
e. 121 to 150 days	
f. over 150 days	

3. CASES PENDING OVER 90 DAYS	STATUS	
Number of "Applicant Type" cases received from Office of Personnel and pending more than 90 days	Deferred	Regular
	Total	

*This figure does not include _____ cases where clearances were granted without FURTHER, OR IMMEDIATE INVESTIGATION which, if included, would give a grand total of _____ CASES.

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<u>Date</u>	<u>Number of Cases</u>	<u>Days of Appraisal and Research</u>
Oct. '74	133	4
Nov. '74	84	5
Dec. '74	139	14
Jan. '75	211	8.5
Feb. '75	140	6.5

<u>Date</u>	<u>Number of Cases</u>	<u>Days in Appraisal and Research</u>
Oct. '76	120	13
Nov. '76	203	9.5
Dec. '76	168	10.4
Jan. '77	153	14.1
Feb. '77	199	22.2

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SUBJECT: (Optional)			
Office of Security Monthly Report of			
[REDACTED] for February 1977			
FROM:	EXTENSION		NO.
Depu [REDACTED]			
TO: (Officer designation, room number, and building)		DATE	OFFICER'S INITIALS
		RECEIVED	FORWARDED
		COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
1.	DD/PTOS	7 APR 1977	7 APR 1977
2.	C/OPS/PTOS		
3.	DC/PhySD		
4.	C/PhySD	8 APR 1977	11 APR 1977
5.	DC/TSD		
6.	C/TSD		
7.			
8.	C/PPG		
9.			
10.			
11.			
12.			
13.			
14.			
15.			

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Approved For Release 2000/05/31 : CIA-RDP83B00823R000600020001-9
ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Security Monthly Report of
Trends and Highlights for February 1977

FROM:

Policy & Plans Group
4E-70

EXTENSION

5311

NO.

DATE

5 April 1977

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/PPG

5 Apr 77

DB

2.

DD/P&M

5 APR 1977

6 APR 1977

X

3.

DD/S

6 APR 1977

7 Apr '77

SA

4.

D/S

APR 7 1977

11 Apr

LV

5.

DC/SRD

13 Apr 77

RDS

6.

C/SRD

13 Apr 77

me

7.

C/IRG

13 Apr 77

ED

8.

C/ISSG

14 Apr 77

MA

9.

C/SSC

15 Apr 77

A

10.

C/CIB

18 Apr 77

UP

11.

C/A&TD

19 APR 1977

19 APR 1977
20 April

19 APR 1977

12.

C/PB

13.

14.

C/PPG

15.

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610

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ONLY☐ CONFIDENTIAL☐ SECRETApproved For Release 2000/05/31 : CIA-RDP83B00823R000600020001-9
ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Security Monthly Report of
For February 1977

FROM

EXTENSION

NO.

DATE

6 APR 1977

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DD/PSI

4/6/77

20

2.

~~C/CPS/PSI~~

3.

C/CD

4.

C/SSD

5.

FOC/PSI

6.

7.

C/PPG

8.

9.

10.

11.

12.

13.

14.

15.

1.3

Pls note

processing time in

CJ ... Average

22.2 days per case.

The attached chart
is a run-down

on processing time

in 74, 75, 76..

note increase with
comparable case load.

Is this accurate?

Sgan

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FORM
3-62

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